

805C-42A-3011
Review Absent Without Leave (AWOL) / Dropped From Rolls (DFR) Packets
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: You are assigned as an HR NCO are required to review a Dropped From Rolls (DFR) packet for accuracy and completeness on a Soldier who has been Absent Without Leave (AWOL) for more than 30 consecutive days. You have access to all required administrative publications, forms, human resources (HR) enabling systems, and standard office supplies. This task should not be trained in MOPP 4.

Standards: Ensure all documents required for a DFR packet are obtained, assembled, and scanned to servicing Deserter Control Officer (DCO), Military Personnel Division (MPD) or U.S. Army Deserter Information Point (USADIP) (as appropriate), NLT 5 days after the 31st day of AWOL.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: A Soldier has been Absent Without Leave (AWOL) for more than 30 consecutive days.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: Drop from the Rolls (DFR) Packets are no longer sent via hard copy U.S. Postal Service to the U.S. Army Deserter Information Point (USADIP). The BDE S1 prepares the DFR Packet and electronically sends it thru their Deserter Control Officer (DCO) for quality control review prior to reaching its final destination at USADIP. The DCO will email this document along with other designated documents as identified in the USADIP Deserter Processing Checklist to usarmy.knox.imcom-atlantic.mbx.usadip-admin@mail.mil .

Performance Steps

1. Obtain all required documents for a DFR packet.
 - a. Assemble documents for forwarding to DCO, MPD, or USADIP, as appropriate.
 - (1) DD Form 458 (Charge Sheet).
 - (2) DA Form 4187 changing the Soldier's Duty Status from PDY to AWL
 - (3) DA Form 4187 changing the Soldier's Duty Status from AWL to DFR
 - (4) DD Form 553 (Deserter/Absentee Wanted by the Armed Forces).
 - (5) 10 - Day AWOL Letter to Next-of-Kin (NOK) stating Soldier is AWOL.
 - (6) 31 - Day DFR Letter to Next-of-Kin stating Soldier is DFR.
 - (7) DD Form 616 – Report of Return of Absentee.
 - (8) Scan entire DFR packet (DD Form 553 scanned separate) and email to USADIP (knox.usadip.admin@conus.army.mil) within 5 days of the Soldier's DFR status (no hardcopies).
 - b. Review the primary source documents for DFR Packet:
 - (1) Standard Form (SF) 86 (Questionnaire for National Security Positions).
 - (2) DD Form 93 (Record of Emergency Data).
2. Submit DFR documents for distribution.
 - a. Forward a copy of the DA Form 4187 (AWL to DFR), DD Form 458, and DD Form 553 to the provost marshal within 48 hours of DFR status.
 - b. Submit DA Form 4187 (AWOL to DFR) to local finance office within 48 hours of DFR status.
 - c. Submit DFR packet to DCO, MPD or higher headquarters within 5 days of the Soldier's DFR effective date.
Note: As required by local policy or Standing Operating Procedures (SOP).
 - d. Submit DD Form 553 and DD Form 616 to iPERMS, (AMHRR) within 72 hours.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Obtained all required documents for a DFR packet.			
a. Assembled documents for forwarding to DCO, MPD or USADIP, as appropriate.			
b. Reviewed the primary source documents for DFR Packet.			
2. Submitted DFR documents for distribution.			
a. Forwarded a copy of the DA Form 4187 (AWL to DFR), DD Form 458, and DD Form 553 to the provost marshal within 48 hours of DFR status.			
b. Submitted DA Form 4187 (AWOL to DFR) to local finance office within 48 hours of DFR status.			
c. Submitted DFR packet to DCO, MPD or higher headquarters within 5 days of the Soldier's DFR effective date (as required by local policy).			
d. Submitted DD Form 553 and DD Form 616 to iPERMS (AMHRR) within 72 hours.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 190-9	Absentee Deserter Apprehension Program And Surrender Of Military Personnel To Civilian Law Enforcement Agencies, "http://www.apd.army.mil/pdf/files/r190_9.pdf"	Yes	No
	AR 600-8-104 (Revision, April 07, 2014)	Army Military Human Resource Records Management http://www.apd.army.mil/pdf/files/r600_8_104.pdf	No	No
	AR 600-8-6	Personnel Accounting and Strength Reporting	Yes	No
	AR 630-10	ABSENCE WITHOUT LEAVE, DESERTION, AND ADMINISTRATION OF PERSONNEL	Yes	Yes
	PAM 600-8	MILITARY HUMAN RESOURCES MANAGEMENT ADMINISTRATIVE http://www.apd.army.mil/pdf/files/p600_8.pdf	Yes	No

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7010-01-480-4355	Z39781	Army Human Resources Workstation	1
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7025-01-552-6498	70227N	Flatbed Scanner	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-3103	Conduct Personnel Accountability	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL3	Enlisted	MOS: 42A, Skill Level: SL3, Duty Pos: UQI